DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-890

Page 1 of 3

Agency HOWARD COUNTY GOVERNMENT Department of Planning and Zoning

Development Engineering Division

Item No.	Description	Retention
1.	GENERAL ADMINISTRATIVE CORRESPONDENCE General Correspondence; Newsletters; General Office Documents	Retain in office as long as administratively valuable, annually screen, then destroy.
2.	DEVELOPER WATER AND SEWER CONTRACT FILES Correspondence; Preliminary and Final Cost Estimates; Plans; Special Provisions; Easement Plans/Plats	Retain for 7 years, then destroy.
3.	MINOR SUBDIVISIONS Plans Waiver Petition; Road Construction Drawings (road improvements); Record Plat	Retain for 3 years, then destroy.
	Correspondence Transmittals; Comment letters from all agencies; Letters from/to Engineers and the Department of Planning and Zoning, including: revision to road construction drawings, deviations of standards in Design Manual, Volumes I - IV, permission letters from adjacent property owners for grading or improvements, requests for waivers to storm water management and computations, exemption from drainage fees, extensions of water and/or sewer; Design Waivers	Retain for 3 years, then destroy.
	Studies, Reports and Computations Computations and Plans for Flood Plain, Drainage, and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies	Retain for 3 years. Thereafter, screen material to determine value of copying to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to the MSA

Schedule Approved by Department, Agency, or

Division Representative. Date: 9/13/55

Signature: Name: Marsha S. McLaughlin

Title: Deputy Director, Department of Planning and

Zoning

Schedule Authorized by State Archivist

Date: OCT 1 9 1999

Signature:

DGS 550-1 (Rev. 01/93)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-890

Page 2 of 3

Agency HOWARD COUNTY GOVERNMENT
Department of Planning and Zoning

	Department of Planning and Zoning Development Engineering Division			
Item No.	Description	Retention		
4.	MAJOR SUBDIVISIONS Plans Sketch Plan; Preliminary Plan; Record Plat; Road Construction Drawings; Concept Plan; Waiver Petition; Final Development Plan; Planning Board	Retain for 7 years, then destroy.		
	Correspondence Transmittal of plans for review from the Department of Planning and Zoning; Comment letters from all agencies; Letters from/to Engineers and the Department of Planning and Zoning, including: revision to road construction drawings, deviations of standards in Design Manual, Volumes I - IV, permission letters from adjacent property owners for grading or improvements, requests for waivers to storm water management and computations, exemption from drainage fees, extensions of water and/or sewer	Retain for 7 years, then destroy.		
	Studies, Reports and Computations Computations and Plans for Flood Plain, Drainage, and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies	Retain for 7 years. Thereafter, screen material to determine value of copying to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to the MSA.		
5.	SITE DEVELOPMENT PLANS (Commercial, Apartments and Townhouses)			
	Plans Waiver Petition; Road Construction Drawings; Site Development Plan	Retain for 7 years, then destroy.		
	Correspondence Transmittal of plans for review from the Department of Planning and Zoning; Comment letters from all agencies; Letters from/to Engineers and the Department of Planning and Zoning, including: revision to road construction drawings, deviations of standards in Design Manual, Volumes I - IV, permission letters from adjacent property owners for grading or improvements, requests for waivers to storm water management and computations, exemption from drainage fees, extensions of water and/or sewer	Retain for 7 years, then destroy.		
	Studies, Reports and Computations Computations and Plans for Flood Plain, Drainage, and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies	Retain for 7 years. Thereafter, screen material to determine value of copying to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to the MSA.		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-890

Page 3 of 3

Agency HOWARD COUNTY GOVERNMENT Department of Planning and Zoning

Development Engineering Division

	Department of Planning and Zoning Development Engineering Division				
ltem No.	Description	Retention			
6.	WATER AND SEWER IN-AID Correspondence; Applications; Advanced Deposit Requests; Le Agreements, History of in-aid units paid and cash receipts	gal Retain in office as long as administratively valuable, annually screen, then destroy.			
7.	FLOODPLAIN, PIPE AND EASEMENT Copy of residential permits; profiles and computations for pipes recorded copies of "Declaration of Easements" for shared driveways; floodplain elevation to show the 2-feet above requirement; and special exception for infringement into existin water and sewer and storm drain easements.	annually screen, then destroy. Retain in office as long as administratively valuable, annually screen, then destroy.			

Instructions - Type or Print a separate form for each new or revised record series, forward with Record	RECORDS A	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
Retention Schedula (DGS 550-1)	f f			PAGE 1 OF 3	
Jepartment/Agency	2. Division		3. Unit		
Planning and Zoning	Developmen	t Engineering			
DEFINITION - RECORD SERIES - A group of related	records normally filed an	d used as a unit for reference	e as well as retention and	disposition purposes.	
4. Record Series Title Minor Subdivisions			5. Earliest Year/Latest Year 1965_ to 1999		
6. Record Series Description (Briefly describe the type	es of informationn/docume	nts/forms found in the series	i. Include the purpose or	function of the series.	
Studies, Reports and Computations Computations and plans for floodplain, Drainage and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies					
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume		
☐ Letter Size ☐ Microfilm	X Alphabetica	aj (1)		☐ File Drawer(s) ☐ Microfilm Reel(s)	
☑ Legal Size ☐ Computer Tape	XD Numerical			☐ Computer Tape(s) ☑ Other (specify)	
☐ Bound Book ☐ Floppy Disk	-	• •	Number	File Boxes	
J Audio Tape		☐ Chronological		ulation	
☐ Other (specify)	☐ Geographic		34 Number	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) File Boxes	
11. File is Used	☐ Monthly	12. File Becomes Inactive		YY	
□ Daily □ Weekly very infrequently after sent t	7				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?			
Warehouse - Allied Signal Buil Department of Planning & Zonin	(If yes, specify agency or office) Ki Yes				
15. Access Restrictions Yes No	16. Audit Requirements				
(If Yes, cite Law(s) & Regulation(s)	:	DÄ None ☐ St	ate 🗆 Federal	☐ Independent	
17. Is an Index System Used? (If yes, explain briefly any hadware/software	18. Recommended Retention				
☐ Yes ☐ No		Permanently			
Name and Title of Preparer Marsha S. McLaughlin Deputy Director	20. Telephone Number 410-313-2350		21. Date July 28, 199	9	

DGS 550-4 (Rev 1/93) Figure 1

.Instructions - Type or Print a separate form for each	RECORDS N	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD	AGENCY RECORDS INVENTORY		
new or revised record series, forward with Record Retention Schedule (DGS 550-1)	· · · · · · · · · · · ·	P.O. BOX 275 P. MARYLAND 20794	PAGE _ 2 OF _ 3		
Jepartment/Agency	2. Division		3. Unit		
Planning and Zoning	Developmen	t Engineering			
DEFINITION - RECORD SERIES - A group of related	records normally filed an	d used as a unit for referenc	e as well as retention and disposition purposes.		
4. Record Series Title Major Subdivisions			5. Earliest Year/Latest Year 1965 to 1999		
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Studies, Reports and Computations — Computations and plans for floodplain, drainage and stormwater management; Transportation Analyses/Traffic Studies; Noise Studies					
•					
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume ⊕☐ File Drawer(s)		
☐ Letter Size ☐ Microfilm	XD Alphąbetica	al (1)	345 TOTAL Growth Ground Ground Ground Growth		
☐ Computer Tape	X Numerical	(2)	Number		
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	cal	File Boxes		
] Audio Tape 🔲 Video Tape	☐ Geographic	cal	10. Annual Accumulation File Drawer(s)		
☐ Other (specify)	Other (sper	cify)	☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☑ Other (specify) File Boxes		
11. File is Used		12. File Becomes Inactive			
□ Daily □ Weekly very infrequently after sent t	□ Monthly o archives	7 Number	☐ Month(s)		
13. Current Location(s) (Bldg., Floor, Room) Warehouse - Allied Signal Buil Dept. of Planning & Zoning, Ca	ding rroll Bldg.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) 双 Yes □ No Consulting Engineer (Private)			
15. Access Restrictions ☐ Yes 💆 No		16. Audit Requirements	(2.2.1.000)		
(If Yes, cite Law(s) & Regulation(s)		XD None □ St	ate 🗆 Federal 🗆 Independent		
17. Is an Index System Used? (If yes, explain briefly any hadware/software	and describe	18. Recommended Retention			
□ Yes ¾D No		Permanently			
Name and Title of Preparer Marsha S. McLaughlin Deputy Director	20. Telephone Number 410-313-2350		21. Date July 28, 1999		

DGS 550-4 (Rev 1/93) Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record	RECORDS I	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		ORDS INVENTORY	
Retention Schedula (DGS 550-1)] (3 OF 3	
Jepartment/Agency Planning and Zoning	2. Division Developmen				
DEFINITION - RECORD SERIES - A group of relate	d records normally filed an	d used as a unit for reference	e as well as retention and	disposition purposes.	
4. Record Series Title Site Development Plans		5. Earliest Year/Lat 1965_ to _1			
6. Record Series Description (Briefly describe the type	oes of informationn/docume	nts/forms found in the series	s. Include the purpose or t	unction of the series.	
Studies, Reports and Computations Computations and plans for floodplain, drainage and stormwater management; Transportation Analyses/Traffic Studies; Noise Studies					
7. Record Series Format(s)	8. Record Series S	8. Record Series Sequence			
☐ Letter Size ☐ Microfilm	Ճ Alphąbetic	al (1)		☐ File Drawer(s) ☐ Microfilm Reel(s)	
XXLegal Size Computer Tape	⊠ Numerical	(2)	345 Total Number	☐ Computer Tape(s) ☑ Other (specify)	
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	☐ Chronological		File Boxes	
J Audio Tape ☐ Video Tape	☐ Geographi	cal	10. Annual Accumu	ulation ☐ File Drawer(s)	
□ Other (specify) —————	□ Other (spe	city)	34 Number	□ Microfilm Reel(s) □ Computer Tape(s) Ճ Other (specify) File Boxes	
11. File is Used Daily Weekly very infrequently after sent t	□ Monthly o archives	12. File Becomes Inactive 7 Number	e After Month(s)	Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Warehouse - Allied Signal Bu Dept. of Planning & Zoning -	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) XX Yes				
15. Access Restrictions ☐ Yes ☑ No. (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements X5X None □ S	tate 🛘 Federal	□ Independent		
17. Is an Index System Used? (If yes, explain brief any hadware/software	18. Recommended Reter	ntion			
□ Yes Ko No		Permanently			
Name and Title of Preparer 20 Telephone Number 410-313-235			21. Date July 28, 1999		
Deputy Director		1			

DGS 550-4 (Rev 1/93) Figure 1